

WELLINGTON PARISH COUNCIL

**Parish Council Meeting held at the Community Centre
at 7.30pm on Thursday 6th November 2014**

<u>Item</u>	<u>Minutes</u>	<u>Action</u>
	<p>Present Parish Cllrs: Mrs J Gowan (Chair); Mr S Crane, Mr D Wood</p> <p>Also in attendance: Ward Cllr A Blackshaw, Mrs Chris Bucknell (Parish Clerk) and 9 members of the public.</p>	
1.0	To Accept Apologies for Absence – Cllr Mrs L Langford, Cllr Mr J Morrison, Cllr Shoemith (leave of absence until 31 st March 2015).	
2.0	To Receive Declarations of Interest – Cllr Crane declared a non-pecuniary interest in Agenda Item 3. The Chair used her discretion to allow Cllr Crane to remain in the room but not to partake in any discussion.	
	<p>2.1 To Consider Requests for Dispensations – None</p> <p>2.2 Predetermination – all Councillors had been circulated with the updated NALC Legal Topic Note 81 on Predetermination. The Clerk briefly outlined what this was and said how decisions based on bias or predetermination could be open to challenge in a judicial review. All Councillors should be objective and fair and consider all relevant and material issues and options when carrying out their Parish Council role.</p>	
3.0	<p>To Consider Expression of Interest from Prospective Councillor Mr Dan Miller had expressed an interest in becoming a Parish Councillor. He was unable to attend the meeting but a resume had been circulated to all Councillors. It was felt Mr Miller would be an excellent Councillor, particularly in terms of engaging younger people in the work of the Parish Council.</p> <p>Resolved: To Co-opt Mr Miller onto the Parish Council. The Clerk was asked to meet with Mr Miller to sign his Declaration of Office before the December meeting.</p>	Clerk
4.0	<p>To adopt the Minutes of the Regular Meeting of the Parish Council held on Thursday 2nd October 2014 Resolved: The Minutes were confirmed and signed by the Chair</p>	
5.0	<p>To Receive Brief Reports from 5.1 Ward Cllr A Blackshaw Cllr Blackshaw updated the meeting about a range of issues of interest to the local community.</p> <p>Economic Masterplan for County – this was a 15 year economic plan which covered all aspects of housing, transport, employment, infrastructure etc. It was led by the private sector working with politicians in order to bring a wide range of skills and perspectives to the plan.</p> <p>Level of Borrowing – currently Herefordshire borrowing was at £166 million which Cllr Blackshaw said was average for councils of a similar size and profile.</p> <p>Local Enterprise Partnership (LEP) – this was a joint venture, private sector led initiative covering Herefordshire, Shropshire and Telford and Wrekin. One of the issues currently being addressed was the issue of bringing super-fast broadband to the area.</p> <p>Energy for Waste Project –work on the plant at Hartlebury was now underway and progressing well.</p>	

Smallholdings – all plans had been deferred until after the next election. Cllr Blackshaw stressed that the issue was to maintain sustainability and viability, with consolidation being favoured over sale of smallholdings.

Butter Market – there had been expressions of interest from the private sector and a proposal was now being put to Cabinet.

Funding for Schools – The F40 group, consisting of 34 local authorities, was lobbying central government for fairer funding for schools, particularly those in rural areas such as Herefordshire. Cllr Blackshaw added that Central Government recognised that certain members of the F40 (including Herefordshire) were underfunded and had committed additional funding for 2014/15. Following consultation this was likely to be in the region of £350 - £390 million.

Resurfacing – There was around 2 weeks left in Balfour Beatty's tarmac laying programme. Around 102 miles of B, C and U roads have been resurfaced. Potholing will continue

Cllr Blackshaw took questions from the community on broadband, smallholdings and the level of debt.

School Bus Service – It was not known if Andy Hough (Herefordshire Council) had spoken to Shaun Losh (Chair of Governors) about the reduced bus service. Cllr Langford was following this up. Cllr Blackshaw had spoken to Cllr P Roan (Cabinet Member for Transportation) who had offered to come and talk to the Parish Council about bus services in general.

The Chair asked Cllr Blackshaw if he could update on the Church Farm 106 payment and the position with the A49 meetings. Cllr Blackshaw would follow this up.

Cllr Blackshaw left the meeting at this point.

5.2 Local Police Officers:

There were no police representatives present. The Safer Neighbourhood Team November Newsletter had been circulated. The Chair updated the meeting about two reported crimes in the area, the theft of two Cambridge Rollers and the theft of a Subaru Forester.

6.0 Open Time

There were no further comments from the public.

7.0 Financial Matters

7.1 Bank balances: Treasurer's Account (as at 31/10/14) £53,434.84 and Business Instant Access (as at 28/08/14) £13,404.87. All cheques have been presented. The PWLB loan payment of £7,152.52 was paid on 31/10/14. The Clerk noted that these figures include earmarked reserves and did not represent available funds.

Income since October meeting – £650.55	October rental from Wellington Delights	£650.00
	Interest	£0.55

7.2 To agree payments made since the last meeting

Cheque	Expenditure	Amount
BACS	Hedge Nursery Order Number 370538. Landscaping membrane and pegs. £46.99 + VAT	£56.39
BACS	Wyevale Nurseries Order Number 311903. Various plants for landscaping. £152.10 + VAT	£182.52
SO	Payment to Wellington Chapel 2014 rental for land	£360.00

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Cheque	Expenditure	Amount
886	Wyevale Garden Centre (Wellington). Various plants for landscaping. £125 + VAT	£150.00

Resolved: All Payments agreed

Clerk

7.3 To agree payment of outstanding invoices

Cheque	Expenditure	Amount
887	Jenifer Jarrett for printing of CLP documents and leaflets. ABC Print Invoice 55661.	£237.00
888	Arthur J Virgo. Invoice 0031. Engraving for Time Capsule Plaque. £171.10 + VAT	£190.00
889	Richard Mills Lengthsman. Invoice 2863. Strim grass and cut brambles from cemetery to grass triangle. £72.50 + VAT	£87.00
890	D C Gardening invoice 270. Community Hub.	£50.00
891	D C Gardening invoice 274. Cemetery Maintenance September – November 2014	£466.00
892	D C Gardening invoice 275. Landscaping at Community Hub.	£800.06
893	Richard Mills Lengthsman. Invoice 2875. Pothole repair as per worksheet. £600 + VAT	£720.00
BACS	Celtic Forest Invoice 20914. Commemorative Bench. £350 + VAT. Paid for by Bell Homes	£420.00
894	Chris Hall – refurbishment of noticeboards.	£310.00

Resolved: All Payments agreed

Clerk

7.4 To Consider 2015/16 Budget

A meeting had taken place between Cllrs Gowan, Langford and the Clerk to formulate some budget proposals for discussion. As Cllr Langford could not attend the meeting it was agreed to postpone further discussions until December. Proposals would be circulated to all Councillors in advance of that meeting.

Clerk

7.5 Asset Register

There was a need to develop an Asset Register to include the Community Hub and surrounding area. This was a requirement of the Auditors and also of the Insurance Company.

Resolved: Cllr Gowan and the Clerk to meet to put together a draft Asset Register for consideration.

JG/Clerk

8.0 To Consider Planning Matters

8.1 To Consider any Planning Applications

Reference Number	Application
P143082/K	Owl's Lodge, Wellington. To reduce 1 x cider apple tree in height and reshape. To remove 1 x cider apple tree and replant. <i>Referred to Jenny Guille, Tree Warden who has no objections.</i>

Resolved: The Clerk to submit the above comments

Clerk

The Chair mentioned a recent tree application, approved by Herefordshire Council which had not come before the Parish Council, nor did it appear on the web site until after it had been approved.

This had been reported to Herefordshire Council who were following it up.

7.2 To Note any Decisions/Notifications Received

Reference Number	Application	Determination
P142484/K	Walnut House, Wellington – various tree works	Approved
P142396/K	2 Notts Cottages, Wellington – fell one silver birch.	Approved
P142330/FH	Orchard End, Bridge Lane, Wellington – proposed single storey extension	Approved
P142910/FH	Westfield Farm, Wellington. Proposed two storey side extension	Approved
P142340/FH	The Cott, Wellington – revised vehicular access.	Approved
P142750/FH	Stratford House, Wellington. Proposed two storey extension to front elevation.	Withdrawn
P142870/K	14 Derside Close, Wellington. Various Tree works.	Awaiting decision
P142080/F	Ravensholt, Wellington. Proposed 3 bedroom dwelling.	Awaiting decision
P141855/RM	Marsh House Farm, Wellington. Reserved matters for podiatry surgery and office	Awaiting decision
P142966/K	2 Bridge Cottages, Wellington. Tree works	Awaiting decision
P142994/K	Land adjacent to Wellington Social Club. Variation of condition to extend opening hours until 4.00 pm on a Sunday.	Awaiting decision
P140755/F	Walnut House, Wellington. Proposed new dwelling and new vehicular access	Awaiting decision

8.3 Other Housing Issues

8.3.1 Section 106

Cllr Blackshaw had been asked to follow this up.

9.0

To Consider Highways Issues

9.1 A49 Issues

The A49 continues to be of concern. The meeting planned for 13th October was cancelled as a separate meeting was being held with a Director from the Highways Agency and the Cabinet Member for Highways. There has been no feedback on that meeting, or any further contact from the Highways Agency. The footway at Old Comrade House is still unresolved as is the water lying outside the pumping station. Cllr Blackshaw has been asked to follow the matter up.

9.2 To Receive other Highways Issues

9.2.1 Grit and Snow Clearance at Community Hub

It was necessary to decide who, if anyone at all, is going to clear snow and ice from the car park at the Community Hub and what the risks/liabilities are in relation to the Parish Council. Came and Company has provided an information sheet which has been send to all Cllrs. The Chair and Clerk are attending a seminar regarding risk assessment on 13th November and this item will be deferred until the December meeting when more information will be available.

9.2.2 Community Speed Watch

Ian Connolly, Traffic Management Assistant at West Mercia Police had visited Wellington to check that there would be suitable locations for volunteers to stand to do CSW activity and is happy that there will be no problems. The Safer Roads Team will now collect speed data to assess the volume

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and speed of traffic to check that it fits the criteria for CSW. If Wellington moves forward with the CSW a minimum of six volunteers from the community will be required. All equipment and protective clothing will be provided.

9.2.3 Weight Restriction

A number of complaints have been received about heavy vehicles using the village as a cut through from the A49 to A4110. If companies are identified they have been written to but it should be noted that unless they are speeding or otherwise driving dangerously they are not breaking the law as there is no weight restriction or width limit on that stretch of road. The Chair has raised the issue of trying to get a weight restriction in place but added that they are very hard to police and enforce. It was agreed that the Chair should seek to put the road on the Traffic Regulation Order ranking list.

9.2.4 Lengthsman Update

To date £332 has been spent on mainstream Lengthsman work and £1,200 on the pilot. £701 of Lengthsman Grant remained.

The issue of the recalculation of C and U roads had been taken up with Herefordshire Council and they had notified the Parish Council this was unlikely to change but that they are investigating increasing the base figure from £100 per KM to £120 per KM which would minimise the impact.

9.2.5 Update on Marsh Drainage

The Chair reported that work had started to resolve the issue of floodwater at the lower end of the Marsh. The original scheme would have taken the water across the field behind Kingcup Cottage and into the brook. This ran into difficulties because of planning issues a revised scheme has been agreed which will take the water from the Lane and through pipes under Mr Makin's field into the brook.

The Chair had also established that work is scheduled by the Highways Agency to improve drainage at the A49 junction to provide more water run-off into gullies, rather than down the land. Welsh Water will also be carrying out work at the pumping station but the schedule for this is unknown. The Chair asked that residents of the Marsh keep her updated with any developments.

9.2.6 Identification of Work to be Carried Out and any other updates

Once the resurfacing work has been completed the Chair will review the position particularly with regard to the end of Mill Lane and the need for white lining at that end of the village. The Chair has asked for a Give Way sign to be installed in Mill Lane at the Vinery and also for the grit bin there to be repaired or replaced. The drain opposite the Vinery is blocked and the Chair will report this to Balfour Beatty.

Total resurfacing between Auberrow Road turn and the Vinery is currently scheduled for 17th and 18th November. Notices about road closures will be put up around the village. The Chair noted that this was a triumph as Wellington had not originally been on the list for any resurfacing work to be carried out. She noted that this will, inevitably, create inconvenience and disruption but hopefully the community would be accepting of this given the obvious benefits of the work.

The Parish Council had been consulted about the need for street lighting at the new development in Church Farm. This had been received too late to be included in the November agenda and would be dealt with at the December meeting. In the meantime nearby residents would be consulted.

Report on Footpaths

10.0

10.1 Update on Footpath Maintenance

Cllr Crane updated the meeting about the latest work carried out on footpaths; Cllr Crane was currently visiting all paths to identify work that needed to be carried out.

JG

JG

A resident asked about whether it would be possible to reinstate the old footpath from Bridge Farm to the main road (Causeway). Cllr Crane said that there was no record of it being an official footpath and before any further work was done on this there was a need to establish what benefit it would be to the community.

There had been a spate of flytipping on the footpath diagonally opposite the turn to Canon Pyon at the village end of The Row. This footpath was on private land. A letter has been drafted to all residents which back onto it in the hope of identifying who was doing the fly tipping.

The Time Capsule had now been buried in a secret location. It contained 50/60 photographs and a lot of factual information about the Parish and its residents. Cllr Crane thanked everyone who had put information together and particularly thanked the school who had been very helpful, with the children writing text about their memories and also naming which was their favourite room in the school. Cllr Gowan thanked Cllr Crane for carrying out this very valuable project.

Community Led Planning and Neighbourhood Planning

11.0

11.1 Community Led Planning Update

The Chair advised Cllrs that the revised constitution which leaves the Steering Group in place till end May 2015 has now been agreed (as per the resolution at the October PC Meeting). Terms of Reference for the volunteers to ensure that the right reporting procedures and protection is in place are being developed and these will be brought back to the Parish Council for approval when completed.

Jennifer Jarrett, Chair of the CLP Steering Group gave a report on the activity of the Steering Group and the progress of the volunteers of the various thematic groups. Copies of the Final Report have been printed and distributed. Copies are available on loan from the library and for reading in the shop and the community centre. A copy is available for downloading from the website. Flyers detailing the actions resulting from the Plan have been delivered to every house in the Parish. Each member of the Steering Group has taken responsibility to move forward thematic actions with the volunteers. The PC has appointed a contact Councillor for each thematic group.

11.1.1 Next Steps

Jennifer added that it should be noted that different actions will need different approaches and the Steering Group is meeting in November to review progress and to decide further methodologies and the prioritising of effort.

11.2 Neighbourhood Planning

11.2.1 Update from NP Steering Group

The Chair reported that there had been a meeting on 5th November at which the team collated their thoughts on the plan as it has been drafted so far. The Chair outlined one of the difficulties faced by the Steering Group, being able to objectively assess and score the new sites which have come forward for consideration as well as those in the SHLAA (Strategic Housing Land Assessment Appraisal). It has proved difficult to ensure impartiality in a small community. Two members of the NP Group have declared an interest – one pecuniary and one non-pecuniary and this has made progressing the exercise difficult if not impossible. It is therefore proposed that the sites are scored independently by Kirkwells, for which there would be a fee of £1,000. The Chair added that this was expenditure that was not anticipated and the group would need to curtail any other non-essential expenditure to stay within budget. The Clerk added that the NP Grant needed to be spent by December 2014 or it must be returned. To date only £2,704.58 of the £6,900 grant had been expended due to slippage in the original timetable. This meant that it was likely that some of the grant would have to be returned, so the unforeseen expenditure on Kirkwells carrying out the site scoring would have minimal impact on the overall budget.

Resolved: To commission Kirkwells to undertake the scoring of the sites.

JG

	<p>11.2.2 Next Steps The NP Steering Group would meet with Kirkwells on 12th November to discuss the amendments to the draft plan and also to discuss the methodology for scoring the sites, specifically ensuring that their model was tailored to the needs and profile of Wellington Parish.</p> <p>12.0 Communication</p> <p>12.1 Residents It was deemed important that the Parish Council communicated with as wide a range of parishioners as possible and the Chair wished to assess how much interest there was in parishioners being contacted by email. Those who wished to sign up for the email communication would receive agendas, minutes, notices and other information items from the Parish Council. It was noted that this would need to be a standard email and items could not be tailored to individual parishioners but it was felt this may engage those who did not otherwise come to Parish Council meetings. Resolved: The Chair would develop a notice inviting people to put their email addresses forward to the mailing list. This could either be done directly to the Clerk or through the website.</p> <p>12.2 Wellington Primary School There was nothing further to report. Cllr Wood would pursue this.</p> <p>13.0 To Note the Information Sheet Resolved: The Information sheet was noted.</p> <p>14.0 To Raise Items for the next Scheduled Parish Council Meeting Street Lighting on Church Farm development, Progress on Broadband Roll-out, Gritting at the Community Hub, Quality Council Scheme, 2015 Meeting Dates, Contracts for Cemetery Maintenance and Community Hub, Procedures for Use of Parish Room.</p> <p>To Note the Date and Time of the next Regular Parish Meeting Resolved: The next Regular Meeting of the Parish Council will take place on Thursday 4th December 2014 at 7.30 pm. The meeting closed at 9.25 pm</p> <p>Signed Date 4th December 2014 Chairman of Wellington Parish Council</p>	<p>JG</p> <p>DW</p>
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